

**BOARD OF PARDONS AND PAROLES  
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER IV -  
Assistant Regional Institutional Parole  
Office Supervisor

SALARY GROUP: B18

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tracy Long DATE: 11/10/2015

POSITION #: 064081

**I. JOB SUMMARY**

Performs advanced parole administration and supervision work for the Institutional Parole Office (IPO). Work involves reviewing and approving parole supervision activities, parole investigations, and parole release plans and reports; coordinating case assignments; conducting case analyses; and assigning and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, schedules, and supervises the activities of parole officers in the Institutional Parole Office (IPO); assists in developing new sources of information and in improving casework techniques; and coordinates and conducts independent investigations of highly confidential cases.
- B. Directs actions to be taken on specific parole cases; supervises and directs parole-in-absentia case processing for an assigned geographical area; coordinates releasing activities for offenders; and provides technical guidance to support staff in case processing.
- C. Reviews workload statistics and caseload assignments and makes recommendations to improve efficiency; reviews, evaluates, and approves parole officer operations, activities, and reports; and prepares related reports and makes recommendations.
- D. Interprets parole laws and agency procedures; develops and maintains training programs; maintains statistical operational data; and serves as agency liaison with law enforcement agencies.
- E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- F. Assigns and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, or a related field preferred.
2. Six years full-time, wage-earning case management or case processing experience in the criminal justice or social services fields to include two years in the supervision of employees.
3. Parole officer experience preferred.
4. Computer operations experience preferred.
5. Must possess a valid state driver license.

Must maintain valid license(s) for continued employment in position.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of the principles of criminology and penology.
2. Knowledge of the principles, methods, techniques, and practices of parole case management.
3. Knowledge of the psychological concepts of behavior, social adjustment, and emotional stability.
4. Knowledge of state and federal laws, rules, regulations, and statutes regarding pardons and paroles.

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5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to conduct investigations.
7. Skill to review technical data and prepare technical reports.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to interpret and apply rules, regulations, policies, and procedures.
12. Skill in problem-solving techniques.
13. Skill to plan work in order to meet established guidelines.
14. Skill to assign and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climbs stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dictation equipment, telephone, and automobile.